

Lincoln County Jail
Request for Employment Form

TO THE EMPLOYER:

This agreement is to be completed by the employer or his authorized agent and returned to the Lincoln County Jail.

If employment is terminated, please notify a Corrections Supervisor at your earliest opportunity. We also request that you notify the jail at (715) 536-6275 if the employee is late, does not arrive, leaves early/late, or is required to work overtime.

***** The employee's paychecks are to be sent directly to the LINCOLN COUNTY SHERIFF'S OFFICE at 1104 E. First street, Merrill, WI. 54452.**

Employee's Name: _____
Name of Employer: _____
Place of Employment: _____
Employer's Address: _____
Supervisor's Name: _____ Home Phone: _____ Work Phone: _____

Date Hired: _____ Status of payment: Weekly Bi-weekly Pre-paid

Date of Next Pay Day: _____

Days of week employee will be working: (can only work max 6 days per week) (circle) M T W T F SAT SUN

Hours employee will be working: (can only be gone from jail for max 12 hours total) Starting time: _____ Quitting time: _____

If hours and/or days of work vary, please provide a written schedule signed by employee's supervisor.

List insurance company and policy number covering you for Worker's Compensation. **(REQUIRED)**

List your I.R.S. Employer I.D. Number: _____

List your Wisconsin Department of Revenue I.D. Number: _____

Signature of employer or his authorized agent and title: _____

A copy of the Employee's time card needs to accompany their paycheck.

NOTE: Employee's (inmates of the Lincoln County Jail) must be compensated at a rate at least at or above the **MINIMUM** wage for that job as listed with Wisconsin DILHR. The rate will be for the amount of hours the inmate is gone from the jail minus the travel time (to and from work) and unpaid lunch break. Travel time is a maximum of 1 hour each way. Travel distances for work are a maximum of 60 miles from the Lincoln County jail. Any new job started after being booked into jail must be within Lincoln County.

Do not write below this line

Base Line Drug test - Tested Negative on - date _____ tested by officer _____

Approved: YES NO By Corrections Supervisor: _____ Date: _____

Date: _____ If denied, reason for denial: _____

Huber Law/ Work Release Rules

- I. Employment or child care is at the discretion of the Jail Administrator. Jobs are limited to a travel distance, for **new or existing jobs, a maximum of sixty (60) miles** from the Lincoln County Jail is allowed. All required forms will be completed and approved **before release for work / childcare** may be allowed.
- II. Any inmate, who is convicted of an OWI related offense, **MUST** have an AODA assessment and proof of Ignition Interlock Device (IID) installed before being granted Huber Privileges. **This is required by statute #303.08 (10m)** and is not an issue that the Jail Administrator can change or waive. If the required assessment is not done by the time you start your sentence, you **DO NOT** have Huber privileges and cannot leave under Huber Law except for the assessment process.
- III. Means of travel will be a direct route to and from the jail, to the place of employment and/or child care. Inmates must report to work and return from work and any pass as scheduled. Stops for personal reasons are **NOT** allowed without prior approval. Any use of a motor vehicle travel requires a valid driver's license for the operator and proof of current / valid auto insurance on that vehicle. Huber inmates will not be allowed to use recreational vehicles for means of travel.
- IV. A pass is required for any travel beyond that of to and from work including but not limited to legal appointments, job interviews, medical appointments, treatment programs, etc. All passes must have arrival and departure times indicated along with an authorized signature from each destination.
- V. Alcohol or illegal drugs may **NOT** be used or consumed at any time. **A urine test for drugs is required prior to approval** of Huber release. Any time that you return to the jail you may be required to have a chemical test done of your breath, blood, or urine. Refusal to submit to testing may result in loss of Huber privileges for the duration of your sentence. Positive tests for drugs/alcohol or an increase in quantity over a previous drug test will result in a request for revocation of Huber. Inmates who report to jail at the start of their sentence who are under the influence of alcohol and/or drugs will not be allowed to leave the jail until they test negative for alcohol and/or drugs.
- VI. Inmates may only work if covered by Worker's Compensation Liability Insurance. The inmate who is self-employed, **MUST** have a health plan with a minimum medical plan of \$1,000,000.00
- VII. Inmates will not be allowed out for work and/or childcare more than six (6) days in a row. Federal Holidays are considered "**in days**", unless **pre-approved at least 24 hours in advance by a Jail Sergeant**. A written request by the employer for holiday consideration must be received.
- VIII. Inmates will be required to turn over all earnings, including payroll checks, as well as unemployment checks, to the Lincoln County Jail. Failure to adhere to this rule will result in suspension of Huber privileges. Employers must pay the "minimum" required wage per hour for each hour the inmate is at work. **If needed, the maximum travel time allowed to and from work is (one) 1 hour**. Travel time will be determined by the jail staff. Self-employed inmates and inmates whose paychecks are "Direct Deposit" are **required to pre-pay the first two weeks** Huber and to retain an amount in their account to stay ahead on all future Huber payments.
- IX. Huber inmates are not allowed to keep more than **\$100.00** in their personal locker in the Huber entry / waiting area. Huber inmates will be issued a combination padlock for use on their assigned locker. Secure all of your personal items in your assigned locker. All cellphones must be tuned off before entering the Huber lobby. **NOTE:** these lockers are subject to search at any time without your permission.
- X. Inmates will be charged weekly Huber fees. While incarcerated. Inmates will pay those fees in advance, prior to being released for work. If not paid, the inmate may be withheld from Huber/Work release and/or lose "Good Time" and canteen privileges.
- XI. Inmates are required to inform a Correctional Officer of any changes in work status (E.g. hours of work, mandatory overtime, location of work, etc.) and must be by written or oral request from their supervisor.
- XII. Inmates are **not** allowed to work more than 12-hour-days, **INCLUDING TRAVEL TIME**, or to work a part-time job in addition to a full-time job unless approved by a supervisor.
- XIII. Split shifts are **not** allowed without prior approval by a Jail Sergeant. They will require confirmation of need by the employer **BEFORE** review for approval.
- XIV. Self-employed inmates are **REQUIRED** to show proof of pre-existing self-employment such as, past two years tax records for that employment to be eligible for such employment under the Huber Law. All self-employed inmates must provide a written itinerary to the Correctional Officers prior to leaving for work each day.
- XV. Lincoln County will not be responsible for valuables kept in the lockers. **Store your valuables elsewhere**. Electronic devices, tools, cigarettes, lighters, etc. are considered contraband therefore are **not** allowed inside the jail and must be stored in your personal locker in the Huber entry / waiting area.

- XVI. Any inmate smuggling or attempting to smuggle contraband into the jail may lose their Huber privileges for the duration of their sentence. The inmate may also be charged criminally.
- XVII. Any inmate arrested for a crime, while incarcerated, may lose their Huber privileges for the remainder of their sentence.
- XVIII. Childcare must be at a location within Lincoln County **ONLY**. Inmates are only allowed out during the time that their spouse, parents, or other childcare provider is unable to watch the children. There must be a legitimate reason for the absence of the other childcare provider such as outside job, travel to job, Etc. The other childcare provider must provide a copy of work hours, etc. Childcare is only allowed for children and step-children of the inmate. No one other than the children and step-children of the inmate being cared for, may be at the residence. Divorce or court ordered visitation is not considered Childcare and will not be approved.
- XIX. Part time jobs will only be allowed if the hours worked are sufficient to cover Huber fees.
- XX. No visits/persons allowed in vehicle unless approved by Sergeant (the only exclusion would be inmates working at the same place IF approved).

Lincoln County Sheriff's Office

Work Release Wage Assignment

To the Employer:

Please mail the payroll check(s) for your employee, _____
to our office. When the above named employee is released from our facility, you
will be notified to terminate this Work Release Wage Assignment. If the above
named employee has direct deposit, please mail the payroll statement(s) to our
office.

Thank you for your cooperation and assistance in this matter.

Signature of Employer

Date

Please return this completed form to the Lincoln County Sheriff's Office.